

# Getting Started

## Request to Seal Criminal Records

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**IMPORTANT:** This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to seal your criminal record. Your use of the forms does not guarantee you will be successful in court.

To learn how to fill out the forms and file them with the court, read the *How To Expunge Or Seal A Criminal Record* instruction booklet and the instructions on the forms.

<b>Names of forms:</b>	<ul style="list-style-type: none"><li>• <i>Request to Seal Criminal Records</i></li><li>• <i>Notice of Filing for Expungement or Sealing</i></li><li>• <i>Order to Seal Criminal Records</i></li><li>• <i>Additional Arrests or Cases for Expungement &amp; Sealing</i> (if needed)</li><li>• <i>Additional Notice of Filing for Expungement or Sealing</i> (if needed)</li></ul>
<b>Purpose of the forms:</b>	To hide your criminal record from most of the public. <ul style="list-style-type: none"><li>• Law enforcement agencies can still see sealed records.</li><li>• Employers required by law to conduct background checks can see sealed felony convictions. They cannot see sealed misdemeanor convictions or cases not resulting in convictions.</li></ul>
<b>Types of cases the forms CAN be used for:</b>	When you have been convicted of misdemeanor criminal offenses, but never convicted of a felony (with some exceptions listed in the <i>How To Expunge Or Seal A Criminal Record</i> instruction booklet).
<b>Types of cases the forms CANNOT be used for:</b>	When you have been convicted of a felony other than the Class 3 and Class 4 Felonies that can be sealed (see the <i>How To Expunge Or Seal A Criminal Record</i> instruction booklet).
<b>Special information or papers needed to complete the forms:</b>	<ul style="list-style-type: none"><li>• Details about the arrests, charges, and convictions in your criminal record;</li><li>• Addresses of police departments that arrested you; AND</li><li>• Addresses of the State's Attorney's offices that filed charges against you.</li></ul>
<b>Statutes covering the forms:</b>	<a href="#">20 Illinois Compiled Statutes, section 2630/5.2</a>
<b>Where to find the forms and instruction sheet:</b>	<a href="http://www.illinoiscourts.gov/Forms/approved/">http://www.illinoiscourts.gov/Forms/approved/</a>
<b>For more information:</b>	Read the <i>How To Expunge Or Seal A Criminal Record</i> instruction booklet that comes with these forms. You may also find more information, resources, and the location of your local county self help center at: <a href="http://www.illinoislegalaid.org/Sealing">www.illinoislegalaid.org/Sealing</a>